



County of Los Angeles **CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 30, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**OFFICE OF THE PUBLIC DEFENDER:
LOMITA OFFICE RENOVATION PROJECT
ESTABLISH CAPITAL PROJECT AND
APPROVE APPROPRIATION ADJUSTMENT (C.P. 86948)
(FOURTH DISTRICT) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this project is exempt from the California Environment Quality Act (CEQA) pursuant to State Guidelines section 15301 (a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Establish Capital Project 86948 for the refurbishment and reconfiguration of approximately 6,560 square feet of existing office space recently assigned to the Public Defender at 24330 Narbonne Avenue, Lomita, CA.
3. Approve the \$400,000 total project budget for the Lomita Office Renovation Project.
4. Approve the appropriation adjustment, transferring \$400,000 from the Public Defender's operating budget to Capital Project 86948 to fully finance the proposed project cost.
5. Authorize the Internal Services Department to manage and implement delivery of the project on behalf of the Office of the Public Defender.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow renovation of 6,510 square feet of office space located at 24330 Narbonne Avenue, Lomita, CA which will serve as Juvenile Headquarters for the Office of the Public Defender. This County-owned space was formally occupied by the Assessor's office.

This site was recently assigned to the Office of the Public Defender to house the office's Juvenile Headquarters and provide office space for other juvenile support positions that do not have to be located at a specific court. The space currently occupied by Juvenile staff will be back-filled by the Mental Health Program Sexually Violent Predator Unit which received additional positions during this year's budget process and requires larger space.

The Lomita office space has not been upgraded for many years. The proposed project includes the reconfiguration and refurbishment of this space including the replacement of damaged ceiling tiles, window treatments, and carpeting and new paint. Existing floor monuments will also be removed and/or relocated. Telecommunication, voice and data lines will be rewired to accommodate new furniture and ergonomic workstations for staff. There will also be a small amount of renovation done to provide security and safety for employees, including the installation of security doors in two hallways.

The Internal Services Department (ISD) will provide the space renovation services for this project. The modular furniture will be purchased from a County agreement vendor.

Implementation of Strategic Plan Goals

Completion of this project will assist in implementing the County's Strategic Plan Goal of "Workforce Excellence" in providing employees with a safe work environment, while also contributing to employees' well-being. Additionally, this office renovation will increase the functionality of staff, resulting in increased productivity, which also supports the County's goal of "Workforce Excellence."

FISCAL IMPACT/FINANCING

The total estimated cost for this project is \$400,000. Of that amount, \$234,000 is to cover the cost of painting, electrical, voice, data and telephone wiring, carpeting, refurbishment, and reconfiguration. The remaining \$166,000 is to cover the cost of ergonomic modular furniture design and project management.

Upon your Board's approval of the attached appropriation adjustment of \$400,000, sufficient funding will be available in C.P. 86948 to complete the project. The Lomita Office Renovation Project is funded by Net County Cost from the Public Defender's operating budget. The project is not anticipated to impact the Public Defender's ongoing operating costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not Applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act pursuant to State Guidelines section 15301(2) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partition, exterior parapets, placement of walls, veneer facing and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

IMPACT ON CURRENT SERVICES

The project will not impact the Department's services. The Juvenile Headquarters will continue operate from its current location until the renovation project is complete.

The Honorable Board of Supervisors
October 30, 2007
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CONCLUSION

Please return one approved copy of this letter to the Office of the Public Defender, and one approved copy to Chief Executive Office, Capital Projects Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'William T. Fujioka', written in a cursive style.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:MPJ:DL
JSE:DJT:SW

c: Executive Officer, Board of Supervisors
Auditor-Controller
County Counsel
Internal Services Department
Office of the Public Defender

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF PUBLIC DEFENDER

OCTOBER 15~~X~~2007

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 VOTE
FISCAL YEAR 2007-08

SOURCES:

Public Defender
Services&Supplies
A01-PD-15200-2000

\$ 400,000

USES:

Public Defender
Capital Project 86948
Fixed Assets-Bldg&Improvement
A01-CP-6014-65056-86948
\$ 400,000

JUSTIFICATION:

This appropriation is necessary to fund the Lomita office renovation project.


Elaine Palaologos, Administrative
Deputy

CHIEF ADMINISTRATIVE OFFICER'S REPORT

ADOPTEDBOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

36

OCT 30 2007


SACHI A. HAMAI
EXECUTIVE OFFICERREFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

Oct 18, 2007 19

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

AUDITOR-CONTROLLER BY 

No. 043

Oct 18

2007
19

36 of OCT 30, 2007

SEND 5 COPIES TO THE AUDITOR-CONTROLLER